

IT SPECIALIST (PLCYPLN)
GS-2210-11
POSITION EVALUATION SUMMARY

Organization: Various USACE Districts

Position No.: _____

Evaluation Factors	Factor Level Used (FL No., etc.)	Points Assigned	Comments
1. Knowledge Required by the Position	FL 1-7	1250	See Page 1 & 2
2. Supervisory Controls	FL 2-4	450	See Page 2
3. Guidelines	FL 3-3	275	See Page 2
4. Complexity	FL 4-4	225	See Page 2
5. Scope and Effect	FL 5-4	225	See Page 3
6/7. Personal Contacts and Purpose of Contacts	Level 2B	75	
8. Physical Demands	FL 8-1	5	
9. Work Environment	FL 9-1	5	
Total Points		2510	Standards Used GS-2200, IT Guide, dated May 2001
Grade Conversion		GS-11 2,355-2750 point range	

Additional Remarks:

1. The job assignments and requirements of this position fully equal the occupational series definition requirements for the Information Technology Management occupational series reflected on page 4 of the above referenced PCS and therefore this job is properly classified to the GS-2210 occupational series. It is titled as IT Specialist (PLCYPLN) since the assignments involve work predominately in one of the IT Specialties (Policy and Planning). Guidance on Page 4 of the above referenced PCS is the basis for the above title determination.

2. Brief analysis of the reasoning for above evaluations for grade impacting factors is provided as follows:

- **FL 1-7 (1250 Points)** – The knowledge requirements of this job exceed FL 1-6 requirements where specialists normally perform routine recurring assignments in the Policy and Planning specialty such as providing input to drafting position papers on IT issues, monitor state-of-the- art IT developments, assist in implementing decisions, etc. Subject job reflects requirements for serving as a Policy and Planning specialist advising District specialists and IT users on long and short rang planning, conducting planning

studies, and conducting studies pertinent IM goals, objectives, policies and priorities. This is consistent with FL 1-7 requirements reflected in the evaluation criteria on page 33 of the guide and the FL 1-7 illustrations reflected on pages 74 and 75 of the guide. The requirements of this job do not meet FL 1-8 requirements. At that level Policy and Planning specialists are required to have and apply a mastery advanced Policy and Planning IT principles, concepts methods, standards, and practices to develop knowledge management program plans, policies and standards; lead the development of an enterprise IT modernization plan; and other comparable functions reflected on pages 40 and 87 of the guide. Typically, FL 1-8 knowledge requirements are associated with serving as an IT expert who accomplishes Policy and Planning services pertinent to agency level programs (i.e. Department of the Army); providing expert technical advice on a wide range Policy and Planning issues (IT capital planning, knowledge management program plans, etc.; and making decisions and recommendations significantly influencing important agency IT policies or programs. Such Knowledge requirements are not typical of the requirements of this job.

- **FL 2-4 (450 Points)** – The supervisory controls of this job exceed FL 2-3 requirements where supervisors define/provide plans and approaches for specialists to follow; there are clear precedents to follow; and the specialist resolves common problems but takes more difficult problems to supervisor for resolution. Specialists assigned to this job participate with supervisor in determining time frames, scopes of assignments and possible approaches and independently plan approaches, methods to be used, apply new methods to resolve controversial or problematic situations. This is consistent with requirements reflected at FL 2-4 on page 47 of the above referenced PCS. This job does not contain FL 2-5 requirements where specialists work under broad administrative supervision and are responsible for and serve **as technical authorities for significant agency or equivalent level IT program/function** where specialists define the objectives of an assignment associated with the program/function.

- **FL 3-3 (275 Points)** – The guidelines of this job exceed FL 3-2 requirements where specialists use a number of guidelines that are directly applicable to assignments, prescribe established procedures, and provide clear precedents. The guidelines used by specialists covered by this job are a direct match to FL 3-3 guideline criteria reflected on Page 50 of the GS-2200 Guide. The guideline requirements of this job fail to equal FL 3-4 requirements where guidelines are general in nature with little specificity regarding approaches to be used in accomplishing the work. At that level, and unlike subject job, guidelines are very broad, have gaps in specificity, require significant modification and adaptation and typically require deviation from traditional methods or approaches. Such characteristics are not typical of the guidelines and the judgment required in their application for this job.

- **FL 4-4 (225 Points)** – Policy and Planning complexities of the job exceed in value that reflected for FL 4-3 where specialists are concerned with applying a series of different and unrelated processes and methods, and selecting appropriate courses of action from many acceptable alternatives. The assignments and associated assignment complexities of this job involve many different and unrelated Policy and Planning processes/methods pertinent to IT functions in situations where there is a need to consider future organizational data needs and different IT approaches to plan for changes in the District business processes. This requires the use of judgment/originality in interpretation of data, planning the work and refining methods/techniques of the work. This is consistent with FL 4-4 specialist positions. The complexities of this job fail to fully equal FL Level 4-5 where work requires in-depth analysis pertinent to a broad range of multiple IT Policy and Planning activities and typically require decisions involving major uncertainties requiring the conception and development of solutions to highly complex technical issues. While the assignments in this job do involve in-depth analyses of IT policy and planning issues/situations there is no requirement for decision making involving major uncertainties regarding the most effective approach of methodology to be applied. The complexities of the work of this job fall short of the complexities reflected in the evaluation criteria for FL 4-5 of page 54 and the FL 4-5 illustrations

reflected on pages 118 and 119 the above referenced guide (i.e. representing the agency on interagency committees, leading major agency-wide policy development efforts, etc.).

- **FL 5-4 (225 Points)** – The scope and effect of the Policy and Planning work of this job exceeds FL 5-3 requirements where work involves a variety of **common** problems or situations that are resolved using established criteria and work impacts IT systems support services or the quality and reliability of the services. The Scope and effect of the work of this job fully equals FL 5-4 requirements where positions must establish criteria, formulate projects, etc., for a variety of unusual conditions/problems in situations where the work affects a wide range of activities/organizations. The scope and effect of the work of this job matches the evaluation criteria reflected for Policy and Planning Specialists at FL 5-4 reflected on page 58 and the illustrative examples on page 132 of the guide. It fails to equal FL 5-5 requirements where work centers on unprecedented conditions and the resolution of critical problems. Furthermore the effect of the assignments of this job fail to equal FL 5-5 requirements where work affects the work of other technical experts or the development of major aspects of agency wide (DA wide) programs. The impact of the work of this job is locally within the District to which assigned. Therefore, this position is properly credited with a FL 5-4 evaluation.

- The last four Factors (Factor 6,7,8, and 9) are clearly evaluated to the levels reflected above and do not need supplemental evaluation analysis.